

**CITY OF FRISCO
COMMUNITY DEVELOPMENT BLOCK GRANT – PY 2017
SOCIAL SERVICE FUNDING – PY 2018**

**APPLICATION INSTRUCTIONS
CERTIFICATION OF AUTHORIZATION**

APPLICATION DEADLINE: Applications must be received in the City Manager's Office no later than 5:00 p.m. on Friday, February 3, 2017. They may be mailed or delivered to:

City of Frisco
Attention: Stacy Brown, Housing and Grants Manager
C437,
6101 Frisco Square Blvd.
Frisco, TX 75034

TIMELINE

February 3, 2017	5:00 PM	Application Deadline.
March 15, 2017	6:30 PM	Social Services and Housing Board Meeting – Public Hearing
April 12, 2017	6:30 PM	Social Services and Housing Board Meeting – Public Hearing
May 10, 2017	6:30 PM	Social Services and Housing Board Meeting – Public Hearing and consider and act on funding allocations.
TBD		Social Services and Housing Board Meeting – as needed.
TBD		Grant Allocation Recommendations are considered by the City Council.
October 1, 2017	12:01 AM	Contracts begin.
Sept. 30, 2018	12:00 PM	Contracts expire.

APPLICANT ELIGIBILITY:

To be eligible for funding, organizations must be one of the following:

- A. A public or private non-profit, tax-exempt organization, in good standing with the State of Texas, and must have an active Board of Directors in compliance with IRS Section 501(c)(3); or
- B. Local Government entity.

PROJECT ELIGIBILITY:

Please review the attached pages titled “Activity Eligibility Rules” to determine whether your project is eligible for funding.

APPLICATION FORMAT:

An original completed application plus one (1) copy must be submitted in a format ready for copying. Submissions should be unbound, on white paper, in a loose leaf format, printed on one side only, with pages numbered. Do not attach tabs. Please do not submit any more than the requested information; brevity and clarity are appreciated. Incomplete applications may prevent consideration of your request.

COMPLETE APPLICATION:

A Complete Application includes the following documents in order:

- **2017 Grant Application**
- **Exhibit B, 1 Agency Budget**
- **Exhibit B, 2 Program Budget**
- **Certification of Authorization Form, page 3 of instructions**
- **Supporting Documents - below**

Supporting Documents:

- a. List of officers and members of your board of directors.
- b. Resume of Executive Director.
- c. List of current and planned fund-raising efforts for the year.
- d. A copy of your IRS Letter of Determination certifying tax-exempt status.
- e. A copy of your Franchise Tax Account Status from the State Comptroller's Office. To obtain this document, go to <http://ecpa.cpa.state.tx.us/coa/Index.html>, and search by Tax ID or Company Name. Print the next screen that reads "Right to Transact Business in Texas: Active". If your organization name is now different from the name registered with the Comptroller's Office, please register the correct name with them. The name on the Certificate should be the name on your application. If you are not in good standing with the State, you will need to take whatever correction action is needed before you can receive funding.
- f. A copy of your Certificate of Liability Insurance. If you do not carry liability insurance in the amounts outlined in the attached Exhibit A, you will be required to do so if a grant is awarded to you.
- g. Evidence of Workers Compensation Insurance
- h. Include one (1) copy of the most recent audit of your financial records, including the management letter.

Applications must be complete at the time of submission. No addenda will be accepted after the deadline date and time unless specifically requested by the City. Applications may NOT be sent by facsimile (fax) or by electronic mail (e-mail).

Policy

The City of Frisco Social Services and Housing Board will not fund an organization's program more than the percentage of Frisco clients that are served by the program.

CERTIFICATION OF AUTHORIZATION

The signatory declares that he/she is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge.

Authorized Official's Name (type or print)_____

Organization:_____

By:_____ Date_____

Official's Signature

ACTIVITY ELIGIBILITY RULES

CDBG GRANT RULES

NATIONAL OBJECTIVES - All activities funded by the Community Development Block Grant (CDBG) must meet one of the following two National Objectives:

Objective No. 1. Activities must primarily benefit low and moderate income persons, meaning that at least 51% of clients served must have low and moderate income. Low and moderate income is defined by the Dallas Metropolitan Statistical Area guidelines established by HUD, and revised annually. The maximum limits for 2016 are:

<u>Number In Family</u>	<u>Maximum Income</u>	<u>Number In Family</u>	<u>Maximum Income</u>
1	\$40,150	5	\$61,950
2	\$45,900	6	\$66,550
3	\$51,650	7	\$71,150
4	\$57,350	8	\$75,750

Normally, each organization receiving CDBG funds must obtain written proof of income for each person or household assisted, to determine their eligibility. However, the following groups are presumed by HUD to meet this criterion, and no proof of income is required: abused children, battered spouses, elderly persons, severely handicapped persons, homeless persons, illiterate persons, and migrant farm workers.

Objective No. 2. Activities must aid in the prevention or elimination of slums or blight, either on an area basis or on a spot basis. The slum or blighted area must be so designated by the City.

ELIGIBLE ACTIVITIES - The following activities may be funded by the Community Development Block Grant, so long as they meet one or more of the National Objectives stated above:

1. Acquisition of real property by purchase, long-term (15+ years) lease, or otherwise. A five-year forgivable lien for the amount of the purchase is required. Acquisition which would result in the relocation of an existing business or resident will normally not be funded. Please discuss this with City staff before submitting your application.
2. Disposition, through sale, lease, donation, or otherwise, of any real property acquired with CDBG funds, with the proceeds from such disposition to be returned to the City of Frisco.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, including homeless shelters, convalescent homes,

hospitals, nursing homes, battered spouse shelters, halfway houses, and group homes for mentally retarded persons. These projects are subject to the enforcement of the labor standards provisions of the Davis-Bacon Act, the Copeland Act, and the Contract Work Hours and Safety Standards Act. As such, all construction projects will be required to comply with these provisions which include the payment of the applicable federal wage rate with benefits; compliance with overtime pay requirements, and contractor and subcontractor eligibility requirements. In addition, projects will also be subject to the bidding and procurement requirements of 24 CFR Part 85.

4. Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.

5. Provision of public services (including labor, supplies, and materials) which are directed toward improving the community's public services and facilities, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare, or recreational needs. In order to be eligible, a public service must be either a new service, or a quantifiable increase in the level of a service above that which has been provided to residents of Frisco during the previous 12 months. The total amount of CDBG funds used for public services may not exceed 15 percent of the total City of Frisco CDBG grant.

6. Removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned buildings, facilities, and improvements.

7. Rehabilitation of privately and publicly owned buildings and improvements for residential purposes. If the rehabilitation will disturb or paint over existing paint, costly lead-paint abatement may be required. Please discuss this issue with City staff before submitting your application.

8. Rehabilitation of publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations.

9. Improvements to buildings to increase energy efficiency.

10. Removal of lead based paint from residential structures.

11. Rehabilitation, preservation, or restoration of historic properties.

12. Provision of credit, technical assistance, and general support (including peer support programs, counseling, child care, transportation, etc.) for the establishment, stabilization, and expansion of microenterprises. A microenterprise is a business with five or fewer employees, one or more of whom owns the business.

13. Provision of assistance to a private for-profit business where appropriate to carry out an economic development project. Any project funded must be able to document the creation or retention of a certain number of jobs, depending on the type of project proposed and the amount of funding requested.

INELIGIBLE ACTIVITIES - The following activities MAY NOT be assisted:

1. The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible.
2. CDBG funds may not be used for political purposes or to engage in partisan political activities, or for lobbying of local, state, and federal legislators.
3. Long term subsistence payments (longer than three months) for such needs as rent and utilities are ineligible.
4. Landscaping and tree trimming are not eligible expenses.
5. Mortgage payments for agency properties are not eligible, although rent payments may be eligible if the building is one in which services are provided directly to clients.
6. Administrative costs which do not provide services to clients. Examples: the salary of an administrative assistant who does not work directly with clients would not be an eligible expense; the rent for administrative office space would not be an eligible expense unless services are provided directly from that office space.

OTHER REQUIREMENTS

RULES AND RECORD-KEEPING REQUIREMENTS - Successful applicants will be required to sign a contract with the City which will state all the requirements to be placed on the applicant. In general, the following will apply to all applicants:

1. Written records to justify all expenditures and client eligibility must be maintained for a period not less than five years after the full amount of the grant is expended. Your records will be reviewed by the City, and may also be reviewed by HUD. Undocumented expenditures must be repaid to the City.
2. You will be required to maintain the City's minimum insurance standards for the length of the contract. A copy of your Certificate of Liability Insurance form (not a Binder) must be provided to the City as evidence of insurance before any funds can be disbursed to you.
3. You must agree to administer the CDBG program in accordance with OMB Circular 2 CFR 200 of the Federal regulations. In addition, if you are awarded \$750,000

or more in federal funds, you will be required to comply with the Single Audit Act of 1984. Your accountant should be familiar with these requirements.

5. You will be required to provide quarterly reports within 30 days of the end of the quarter, except the final cumulative report which is due by October 10 following the end of the program year on September 30, stating the total number of persons served, families served, including their income and ethnic origin, and whether they are female heads of household. These figures are required to be reported by HUD.

6. **You will be required to obtain written proof of income for each person or household you assist, unless your clients are abused children, battered spouses, elderly persons, severely handicapped persons, homeless persons, illiterate persons, or migrant farm workers.**

7. You must have a written policy in place designed to ensure that your facilities are free from the illegal use, possession, or distribution of drugs or alcohol.

8. If any income is derived from the activities funded by CDBG, that income must be accounted for and returned to the City, or used according to requirements stated in your contract.

9. In the event that HUD or the City should determine that CDBG funds were improperly spent, and that money should be reimbursed to the U. S. Treasury, your organization will be responsible for this reimbursement.

10. To Comply with **Section 3**, your agency must submit a report with the final report stating the following:

- number of new hires for the CDBG project,
- the number of new hires that were trained,
- the number of Section 3 residents that were hired, and
- the number of training opportunities provided to Section 3 residents.

11. All accounting procedures, records, and reports shall be available for inspection by a duly authorized representative of City. An independent audit of Agency's financial records, paid for by Agency, shall be furnished to City upon request.

12. Agency's obligation to City shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and receivable accounts to City), and determining the custodianship of records.

13. Agency agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart J and

subpart K of these regulations, except that (1) the Agency does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) Agency does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. Agency also agrees to comply with all other applicable Federal, State, and local laws, regulations, and policies governing the funds provided. Agency further agrees to utilize funds available to supplement rather than supplant funds otherwise available. Agency shall comply with all applicable Federal laws, regulations, and requirements, which include compliance with the provisions of the HCD Act and all rules, regulations, guidelines, and circulars promulgated by the various Federal departments, agencies, administrations, and commissions relating to the CDBG Program. The applicable laws and regulations include, but are not limited to:

- 24 CFR Part 570;
- 24 CFR Parts 84 and 85;
- OMB Circular 2 CFR Part 200, The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- The Davis-Bacon Fair Labor Standards Act;
- The Contract Work Hours and Safety Standards Act of 1962;
- Copeland "Anti-Kickback" Act of 1934;
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA);
- Title VI of the Civil Rights Act of 1964; (Public Law 88-352 implemented in 24 CFR Part 1);
- Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (Public Law 90-234 and Executive Order 11063 as amended by Executive Order 12259 (implemented in 24 CFR Part 107);
- Sections 104(b) and 109 of the Housing and Community Development Act of 1974;
- Section 3 of the Housing and Urban Development Act of 1968;
- Equal employment opportunity and minority business enterprise regulations established in 24 CFR part 570.904;
- Non-discrimination in employment, established by Executive Order 11246 (as amended by Executive Orders 11375 and 12086);
- Section 504 of the Rehabilitation Act of 1973 Uniform Federal Accessibility Standards;
- The Architectural Barriers Act of 1968;
- The Americans with Disabilities Act (ADA) of 1990;
- The Age Discrimination Act of 1975, as amended;
- National Environmental Policy of 1969 (42 USC 4321 et seq.) as amended;
- Lead Based paint regulations established in 24 CFR Parts 35, 570.608, and 24 CFR 982.401;
- Asbestos guidelines established in CPD Notice 90-44;
- HUD Environmental Criteria and Standards (24 CFR Part 51);
- The Energy Policy and Conservation Act (Public Law 94-163) and 24 CFR

Part 39;

- Historic Preservation Act of 1966, as amended, and related laws and Executive Orders;
- Executive Order 11988, Floodplain Management, 1977 (42 FR 26951 et seq.);
- Flood Disaster Protection Act of 1973;
- Colorado House Bill 06-1023 and 06-1043;
- Procurement Standards (2 CFR 200.322);
- Rights to Inventions Made Under a Contract or Agreement (37 CFR 401.2 (a));
- Energy Efficiency (2 CFR Part 200 Appendix II); and
- Recycling (2 CFR Part 200 Appendix II).

FAITH-BASED ORGANIZATIONS - Executive Order 13279 requires federal programs to treat all organizations fairly and without regard to religion. The following rules apply to these organizations:

1. Faith-based organizations retain their independence over their governance and expression of their beliefs. They may constitute their boards on a religious basis, display religious symbols and icons, and retain their civil right to hire only employees that share their beliefs, to the extent consistent with governing HUD program statutes. However, faith-based organizations may not discriminate in hiring people who will be delivering services which are supported by HUD funding.
2. Direct HUD funds may not be used to support inherently religious activities such as worship, religious instruction, or proselytization. A faith-based organization may still engage in such activities so long as they are voluntary for program participants and occur separately in time or location from the activities directly funded under a HUD program.
3. Faith-based organizations, like all organizations under HUD-funded programs, must serve all eligible beneficiaries without regard to religion. For example, an organization receiving HUD funds may not restrict HUD-funded services to people of a particular religion or religious denomination.
4. Faith-based organizations may receive HUD funds to acquire, rehabilitate, or repair buildings or other real property, so long as the funds only pay the percentage of the total cost attributable to HUD activities. However, HUD funds may not be used to acquire or improve sanctuaries, chapels, and other rooms that a HUD-funded congregation uses as its principal place of worship.

**CITY OF FRISCO
SOCIAL SERVICE GRANT
GENERAL FUND POLICY - PY 2017**

1. PURPOSE AND PROGRAM GOALS

- A. The purpose of this document is to establish and standardize the policies of the City of Frisco's Social Service General Fund Grant Program so as to promote fairness and equitable treatment of applicants and recipients of program services.
- B. The goal is to allow all non-profit social service agencies serving City of Frisco residents to apply for general revenue Social Service Grants. The Social Services and Housing Board and City Staff will review all applications and make recommendations for funding to the City Council for approval.
- C. The City of Frisco's Social Service Grant Program is funded by the City of Frisco general fund.

2. APPLICATION PROCESS

A. Applicant Eligibility:

To be eligible for funding, organizations must be a public or private non-profit, tax-exempt organization, in good standing with the State of Texas, and must have an active Board of Directors in compliance with IRS Section 501(c)(3) or a local government entity.

B. Project Eligibility:

The project must be implemented by a non-profit social service agency serving City of Frisco residents.

C. Notification of Funding:

A Notice of Available Funding and public hearings are published in the *Frisco Enterprise* newspaper.

D. Application Access

Applications may be downloaded from the website www.friscotexas.gov or are available at the City of Frisco, 6101 Frisco Square Blvd., 4th Floor, C437, Frisco, Texas 75034.

E. Application Training

Application Training will be held on January 20, 2017 from 9:00 AM – 1:00 PM.

F. Application Format:

An original completed application plus one (1) copy must be submitted in a format ready for copying. Submissions should be unbound, on white paper, in a loose leaf format, printed on one side only, with pages numbered. Do not attach tabs. Please do not submit any more than the requested information; brevity and clarity are appreciated. Incomplete applications may prevent consideration of the request.

COMPLETE APPLICATION:

A Complete Application includes the following documents in order:

- **2017 Grant Application**
- **Exhibit B, 1 Agency Budget**
- **Exhibit B, 2 Program Budget**
- **Certification of Authorization Form, page 3 of instructions**
- **Supporting Documents – see below**

Supporting Documents:

- List of officers and members of your board of directors.
- Resume of Executive Director.
- List of current and planned fund-raising efforts for the year.
- A copy of your IRS Letter of Determination certifying tax-exempt status.
- A copy of your Certificate of Good Standing from the State Comptroller's Office. To obtain this document, go to <http://ecpa.cpa.state.tx.us/coa/Index.html>, and search by Tax ID or Company Name. At the next screen, click on your organization name, then click on Certificate of Account Status. If your organization name is now different from the name registered with the Comptroller's Office, please register the correct name with them. The name on the Certificate should be the name on your application. If you are not in good standing with the State, you will need to take whatever correction action is needed before you can receive funding.
- A copy of your Certificate of Liability Insurance. If you do not carry liability insurance in the amounts outlined in the attached Exhibit A, you will be required to do so if a grant is awarded to you.
- Evidence of Workers Compensation Insurance
- Include one (1) copy of the most recent audit of your financial records, including the management letter.

G. Application Submission:

Applications must be complete at the time of submission. No addenda will be accepted after the deadline date and time unless specifically requested by the City. Applications may NOT be sent by facsimile (fax) or by electronic mail (e-mail). Applications may be mailed or delivered to:

City of Frisco
Attention: Stacy Brown, Housing and Grants Manager
C437
6101 Frisco Square Blvd.
Frisco, Texas 75034

3. CITIZEN FUNDING ALLOCATION PROCESS

The Social Services and Housing Board is a group of seven citizens appointed by the City of Frisco City Council with the responsibility of making funding recommendations to the City Council. Recommendations are made to City Council based upon the review of applications and the public comments received including written and verbal at the public

hearings. The Social Services and Housing Board then forwards their Social Service funding recommendations to the City Council. The City Council considers and acts upon the recommendations during a City Council meeting.

A. Social Service Training

1. Award Training

Social service agencies are contacted through an award letter notifying them of the amount of the award and the date of the award training. During the training, program rules are explained in addition to reporting and reimbursement, and monitoring procedures.

2. On-going Training

During the program year, City staff is available for program training. These trainings are held on an as needed basis. Types of training include: funding use, demographic reporting, and financial management.

B. Contracts

At the conclusion of the Award Training, contracts will be available for the social service agencies to sign. The contract is a legal agreement between the agency and the City of Frisco regarding Social Service General Funds. Please see the attached Application, "OTHER REQUIREMENTS". Amendments to contracts must meet City of Frisco program requirements.

4. REPORTING

A. Program

Social Service agencies are responsible for reporting beneficiary demographic information and program accomplishments on a quarterly basis and a year end report to the City of Frisco Housing and Grants Manager, 6101 Frisco Square Blvd., Frisco, Texas 75034. Please see the attached reporting forms.

B. Financial

Social service agencies are responsible for reporting financial expenditures quarterly and at the end of the program year to the City of Frisco Housing and Grants Manager, 6101 Frisco Square Blvd., Frisco, Texas 75034. Please see the attached financial report.

C. Submission of Reports

Quarterly reports are due within 30 days of the end of the quarter. For example, first quarter reports are due by January 30 because the end of the first quarter is December 31. Final or year-end reports are due by October 10.

D. Reimbursement of Expenditures

Upon receiving and reviewing quarterly reports, invoices, and financial reports, social service agencies will be reimbursed for eligible expenses.

E. Record Retention

All Social Service Grant records must be retained by the agency for a period of not less than five years after the funds have been expended.

F. Property and Assets

Social Service agency property and assets are accounted for on the Property and Asset form. Property and Assets will be monitored on a yearly basis to prevent loss, damage, and theft.

EXHIBIT A INSURANCE REQUIREMENTS

The Agency shall procure and maintain for the duration of the grant Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Agency, its agents, representatives, employees, volunteers, officers, director, or subcontractors.

The Agency shall maintain insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence") form CG 0001). Coverage will include:

- A. Premises - Operations;
- B. Broad Form Contractual Liability;
- C. Broad Form Property Damage; and
- D. Personal Injury

The policy will be endorsed to contain the following provisions: The City, its officers, officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insureds" as respects to liability arising out of any activities performed by or on behalf of the Agency. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Agency's insurance coverage shall be primary and any insurance or self-insurance shall be in excess of the Agency's insurance and shall not contribute with it.

Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated an A.M. Best rating of at least an "A" or other equivalent rating service.

The Agency shall furnish the City with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state the coverage shall not be suspending, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

If an applicant is awarded funding under the City of Frisco CDBG program, additional insurance may be required based on the types of services being provided by the grantee.

Evaluation of Applications

The applications will be reviewed and evaluated according to the following criteria:

- Application Completeness
- Meeting Eligibility Requirements
 - Organization
 - Project
- Assessment of Risk (2 CFR Part 200)
- Addressing one or more the Goals of the Consolidated Plan and/or the Social Services and Housing Board.

Points will be added on the evaluation of the applications of organizations that attend the entire Grant Workshop to be held on Friday, January 20, 2017.